



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Labor, Bureau of Employment Services, Apprenticeship		
Department Contract Administrator or Grant Coordinator:		Joan M. Dolan		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Agency Department Code:	12A	Advantage CT / RQS #:	CT 2025*0638	
Amount: (Contract/Amendment/Grant)		\$1,491,702.09		
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	7/1/2025	Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Educate Maine, Portland, Maine		
Brief Description of Goods/Services/Grant:		The provider will serve as the Statewide Intermediary Sponsor of Apprenticeship for all education-related Registered Apprenticeship Programs (RAPs) that are registered and/or certified in the state of Maine. In this role, the provider will be responsible for standardizing the structure and implementation of education RAPs to ensure consistency and quality across participating programs. Additionally, the provider will collaborate with Maine’s colleges and universities to establish pathways for apprentices to earn college credit based on demonstrated on-the-job competencies. To further support program success and sustainability, the provider will also develop and facilitate a community of practice for school districts engaged in Educator RAPs, fostering shared learning, peer support, and the exchange of best practices statewide.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input checked="" type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Maine Department of Labor has been awarded a three-year grant totaling \$5 million by the United States Department of Labor. Part of the funding is specifically designated to support the expansion of registered apprenticeship programs within the education sector. To implement this initiative, the Maine Department of Labor proposes to partner with a registered apprenticeship intermediary sponsor. Through this collaboration, the Department aims to increase access to high-quality, work-based learning experiences, support workforce development in education-related occupations, and strengthen the talent pipeline for schools and educational institutions across the state.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Educate Maine has demonstrated a strong and consistent track record of success in designing, implementing, and scaling registered apprenticeship programs across Maine. Their efforts have effectively supported workforce development not only within the education sector but also across a range of other key occupational fields throughout the state. As a trusted leader in this space, Educate Maine has played a pivotal role in expanding access to high-quality, employer-driven training opportunities that align with Maine’s economic and workforce priorities.

Central to their success is the work of their TeachMaine Center, which serves as a hub for advancing educator workforce development initiatives. Through this center, Educate Maine has cultivated strong, collaborative partnerships with the Maine Department of Education as well as with public and private post-secondary institutions across the state. These strategic relationships are foundational to the effective implementation of apprenticeship programs and are critical to ensuring the success and sustainability of the newly funded grant initiative.

PART III: SUPPLEMENTAL INFORMATION

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated costs and rates are fair and reasonable based on historical data, the scope of services, and the proven capacity of Educate Maine to deliver similar programs effectively. Educate Maine has a strong track record of managing workforce initiatives efficiently, supporting the value of the investment.

Funding was awarded to the Maine Department of Labor through a competitive federal grant process. Allocation decisions were made to ensure resources support high-impact activities, with a focus on cost efficiency, program outcomes, and compliance with federal requirements.

4. Describe the plan for future competition for the goods or services.

At present, there are no alternative programs, initiatives, or service providers offering the delivery of these specific services within the state. This lack of availability underscores the critical need for the proposed initiative and highlights the unique role of the selected intermediary sponsor in filling a significant gap in workforce development infrastructure within the education sector.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE


Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
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Typed Name:	Kimberly Smith Deputy Commissioner	Date:	9/29/2025
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2. Additional signature required **ONLY if box E (Emergency) is selected in PART II.** The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
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Typed Name:		Date:	
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****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
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Typed Name:	David Morris	Date:	11/10/2025
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NOI 1120251003 11/10/2025 - 11/16/2025